

AOP 10: ENSURING ACCURACY OF EVIDENCE CUSTODY RECORDS	Page 1 of 2
Division of Forensic Science ADMINISTRATIVE OPERATING PROCEDURES	Amendment Designator:
	Effective Date: 14-April-2003
<p style="text-align: center;">AOP 10: ENSURING ACCURACY OF EVIDENCE CUSTODY RECORDS</p> <p>10.1 Purpose</p> <p>The Division's handwritten chain of custody for a case is recorded on the Request for Laboratory Examination and the Evidence Transfer form(s). The Division's LIMS includes an automated evidence tracking system and is designed to provide printouts of inventories of evidence by location and person in whose custody the evidence resides. This AOP documents the requirement for periodic physical inventories based on the LIMS' inventory listings.</p> <p>10.2 References</p> <p>Quality Manual, Section 20, <i>Evidence Handling</i></p> <p>10.3 Responsibilities</p> <p>10.3.1 Forensic Evidence Specialist Supervisors are responsible for the accuracy of the evidence inventories for their laboratories' main evidence vaults.</p> <p>10.3.2 Supervisors are responsible for the accuracy of their sections' administrative evidence inventories.</p> <p>10.3.3 Examiners having personal custody of evidence are responsible for the accuracy of their evidence inventories.</p> <p>10.3.4 Each LIMS Coordinator, when notified that a correction must be made to the LIMS record of the chain of custody, is responsible for making the correction to the LIMS in a timely manner.</p> <p>10.4 Physical Evidence Inventories</p> <p>10.4.1 Each laboratory will conduct an inventory of all its physical evidence semi-annually, during the months of January and July. The specific date(s) within those months will be specified by the respective Laboratory Director.</p> <p>10.4.2 The physical inventory of evidence will include accounting for not only FS Lab #s and their included containers but also for items, if items have been separated or a container is open.</p> <p>10.4.3 Each laboratory's main evidence vault, its sections' administrative evidence storage areas, and all evidence in the personal custody of examiners will be inventoried.</p> <p>10.4.4 All physical inventories will be checked against LIMS-generated custody lists of evidence.</p> <p>10.4.5 Documentation of Inventory Completion</p> <p>10.4.5.1 Forensic Evidence Specialist Supervisors and Section Supervisors will document the completion of their respective inventories in Memorandums for Record (MFR) with copies of the annotated LIMS-generated lists attached. The MFR will also indicate that all inconsistencies were resolved.</p> <p>10.4.5.2 Examiners who have evidence in their personal custody will forward their annotated LIMS-generated lists to their section supervisor who will include them in the section's MFR.</p> <p>10.4.5.3 Memorandums will be forwarded to the Laboratory Director. The file containing the memorandums for completed inventories will be maintained in the laboratory's administrative section.</p>	

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<div> <div> <div>10.4.6</div> <div>All personnel will, on a continuous basis, review and research LIMS listings of “Complete” cases that are questionable based on age, location, etc.</div> </div> <div> <div>10.4.7</div> <div>Inventories made more frequently than semi-annually are encouraged but need not be documented.</div> </div> <div> <div>10.5</div> <div> <div>Resolutions of Inconsistencies</div> <div> <p>Inconsistencies will be resolved as soon as practicable after detection by the individuals concerned and generally prior to further custody transactions by measures including but not limited to:</p> <ul style="list-style-type: none"> • Case file documentation to correspond with the LIMS records, • LIMS corrections by a LIMS Coordinator to correspond with the correct case file records, or • LIMS comments to clarify the inconsistency. </div> </div> </div> <div>◆ End</div> </div>	